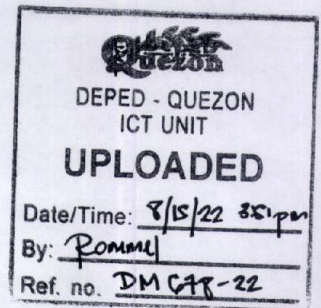




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



10 August 2022

DIVISION MEMORANDUM
DM No. 677, s. 2022

**PROPER HANDLING OF DOCUMENTS AND IMPLEMENTATION OF CUT-OFF TIME
IN RECEIVING DOCUMENTS IN THE SUB-OFFICES**

To: Assistant Schools Division Superintendents
Division Chiefs
Unit/Section Heads
Public Schools District Supervisors
Elementary and Secondary School Heads
Division and Sub-Offices Records Personnel
Liaison Officers and Alternate Liaison Officers
All Others Concerned

1. Pursuant to **Rule No. 1, Article 1 of the Republic Act No. 9470** otherwise known as "*The National Archives of the Philippines Act of 2007*", the State shall give utmost priority for the safeguard, protection, and preservation of its public documents and records.
2. In this connection, **this Office would like to emphasize the proper handling of documents** to be submitted to the Sub-Offices and Division Office.
3. **Proper handling of documents shall be the responsibility of the official Liaison Officer** or his/her official alternate personnel only. **NO DOCUMENTS SHALL BE ENTRUSTED** to any person that is **NOT AFFILIATED** in the Department of Education.
4. **Transportation expenses of the Liaison Officer** or his/her alternate personnel **shall be chargeable against MOOE** subject to usual accounting and auditing procedures with reference to EO 77 and DO No. 22, s.2019.
5. In addition, in the exigency of the service, **teachers and principals** are also advised to coordinate with their respective Liaison Officer and are **highly discouraged to directly transact to the Sub-Offices and the Division Office** for the submission of their documents, especially during teaching hours.

DEPEDQUEZON-TM-SDS-04-009-003



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6. On the other hand, to systematize the process of delivery of documents from Sub-Offices to the Division Office, **CUT-OFF TIME UNTIL 4:00 O'CLOCK IN THE AFTERNOON** will be implemented starting **August 17, 2022**, to give time for the preparation of documents to be delivered to the Division Office on the next working day.
7. **Documents that will be received later than 4:00 o'clock in the afternoon** will be delivered to the Division Office on the next scheduled transaction.
8. Immediate dissemination and strict compliance with this Memorandum are desired.

ELIAS A. ALICAYA, JR., EdD
Assistant Schools Division Superintendent
Officer-in-charge
Office of the Schools Division Superintendent

recsop08/10/2022

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